

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage,
Administrative Division

DATE: 9 September 1953

FROM : Director of Training

SUBJECT: Request for T/O Change

1. In order to accomplish properly the mission of this office and operate within the authorized personnel ceiling, it will be necessary to realign the functions and responsibilities of certain positions. To this end the following Table of Organization changes within the Editorial and Reproduction Section of the Training Aids Branch, Support Staff, are requested:

a. Abolish position #581, Secretary-Steno, GS-5, and combine the functions of this position with those of position #833, Clerk, GS-5.

b. Up-grade position #833 from GS-5 to GS-6.

2. The combination of responsibilities to be assumed by the incumbent in position #833, as proposed, would seem to justify the increase in grade and possibly indicate a change in position title to conform with the Administrative-Secretarial functions to be assigned.

3. Copies of position descriptions on both of the positions in question are attached.



MATTHEW BAIRD

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OTR/VJH:epc

Attachments

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9/14/53
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